

## **eWiSACWIS Checklist to Creating a Subsidized Guardianship Case**

- ☐ **Step 1:** Create & approve the Initial SG Eligibility Determination
    - Status must be 'Eligible' to continue
    - Print the SG Eligibility Determination and Permanency Plan Addendum
  - ☐ **Step 2 (Applies to Level 2+ Providers Only):** Review the CANS and Foster Care Rate for the current Out of Home Placement
    - Used to calculate the Subsidized Guardianship Agreement Amount
  - ☐ **Step 3:** Create & approve the Subsidized Guardianship Agreement
    - Verify the Subsidized Guardianship Agreement Amount  
**Note:** This amount may be less than the current Foster Care Rate due to differences in the CANS algorithm for Subsidized Guardianship.
    - Print the Subsidized Guardianship Agreement
  - ☐ **Step 4:** Create the Legal Record
    - Legal Action - Subsidized Guardianship
    - New Legal Status - Guard. To Relative/Caretaker (48.977)
    - Result- Petition Granted
  - ☐ **Step 5:** Create the 6 Required Imaging Records
    - BadgerCare+/MedicaidHealthIns (F-10115)\* (DHS form [dhs.wi.gov](https://dhs.wi.gov))
    - Guardianship Order (JC-1606)\* (Dispositional Order Appointing Guardianship)
    - Initial Court Order (Order placing the child in Out-of-Home Care)
    - Most Recent Court Order
    - Permanency Options in Brief
    - Signed SG Agreement (DCF-F-CFS2365-E)\* & signed [Permanency Options in Brief](#) DCF-F-2797-E
- \* The Date of Document must fall within the past 6 months prior to deactivation.
- ☐ **Step 6:** Terminate the child's Permanency Plan & Family Interaction Plan
    - Perm Plan: Reason Plan is no Longer Required - Guardianship
    - FIP: Reason Plan is no Longer Required - (either Transfer of Guardianship Non-Relative or Transfer of Guardianship Relative)
  - ☐ **Step 7:** Verify the child's Legal Permanency Status is updated to 'Permanency Achieved' under Permanency Consultation.  
**STOP: DO NOT CLOSE THE CHILD'S OUT OF HOME PLACEMENT!**
  - ☐ **Step 8:** Deactivate the Child on the Family Case
    - Reason – Subsidized Guardianship
    - Effective Date- prefills with the Hearing/Legal Status entered on the Legal Status page

The Subsidized Guardianship case is created immediately after deactivation, however, information specific to the child does not copy over from the family case until eWiSACWIS overnight processing occurs. This processing also ends the Out of Home Placement in the biological family case and creates a Subsidized Guardianship Service in the Subsidized Guardianship case.